

CORPORATE LETTERS

This process enables you to acquire letters from the Shams Authority for the purpose of carrying out certain transactions.



PROCESS

01

LOGIN INTO SHAMS PORTAL VIA:
[HTTP://PORTAL.SHAMS.AE/FRONTEND/LOGIN/CUSTOMER](http://portal.shams.ae/frontend/login/customer)

02

SELECT COMPANY MANAGEMENT

03

SELECT CORPORATE LETTERS

04

CLICK ON START PROCESS

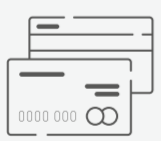
05

PROCEED WITH THE PAYMENT AND SUBMIT THE REQUEST



TIMELINE

- 1 to 2 business days



FEES

- AED 200



DOCUMENTS REQUIRED

- Additional supporting documents may be required depending on the type of letter

Disclaimer

- License must be valid for more than 45 days.